

Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 12 January 1965

FROM : Plans and Policy Staff

SUBJECT: Bi-weekly Activities Report
23 December - 12 January 1965

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S **C** 2012
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 20-1-82 REVIEWER: 506199

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1. We asked [REDACTED] to attend the meeting of the Department of Agriculture Graduate School Special Committee to discuss the establishing of a modern learning center. Meeting to be held on the 14th of January. [REDACTED] will contact the school and participate if he can.

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2. Educational Specialist

25X1A

[REDACTED] conducted Instructor Training Course (ITC) #87 during the period 21-23 December 1964 for four trainees assigned to CC/OS/TR. Two of them [REDACTED] are regular CT instructors, one [REDACTED] has recently come to CT for assignment in [REDACTED] and the other [REDACTED] is CT's Admin. Assistant. (A copy of the Course Outline is attached).

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As requested by CC/OS/TR, this ITC was presented in 30 hours, and the course material was modified to meet the particular needs of CT. Scheduling considerations caused the ITC to be presented Christmas week, with the final session being held on Wednesday evening (23 December) from 1800 to 2230 hours. The modified program included one guest speaker, [REDACTED] who discussed "Informal Personality Appraisal"; two CT instructors [REDACTED] who presented a role-playing demonstration; and another CT instructor [REDACTED] who explained how he uses a particular training film. All available CT members attended [REDACTED] presentation, and it stimulated considerable group interchange.

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This abridged ITC permitted only two practical exercises by each student -- a short talk and a 30-minute lesson presentation. In these student presentations, tutorial techniques were stressed. Only two of the ITC trainees are currently serving as instructors, and their experience has been limited to tutorial training. However, all four trainees were very alert, they worked hard, and apparently much was accomplished in a short time.

The usual follow-up on these ITC students will be accomplished in a few months by ES/PPS/TR, provided arrangements can be made.

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GROUP 1
Excluded from automatic
downgrading and
declassification

OTR

INSTRUCTOR TRAINING COURSE NO. 87

21 - 24 December 1964

MONDAY

Orientation
Purpose and Objectives of Course
Security
Course Outline

Each student will give a 5-minute talk related to himself -- suggested coverage: previous instructional experience, work history, Agency experience.

Class discussion -- Principles of Learning and Teaching

Class discussion -- Oral Communication

Assignment: Each student will prepare a 10-minute talk to be given on Tuesday covering an assigned subject related to his own instructional assignment.

TUESDAY

Each student will deliver his talk. Critique by class and instructor.

Class discussion -- Lesson Planning Techniques

Assignment: Each student will prepare a lesson plan simulating tutorial instruction in an assigned phase of his instructional assignment. This lesson plan, covering 30 minutes of presentation time, will be presented on Thursday morning.

Class discussion -- Techniques for Stimulating Discussion

Assignment: Each student will include in his lesson plan a period of discussion, using questioning techniques

Class discussion and demonstration -- Using Training Films in a Tutorial Situation

WEDNESDAY

Class discussion and demonstration -- Techniques of Role Playing

Class discussion and demonstration -- Training Aids

Class discussion -- Principles of Evaluation

Guest discussion leader -- Informal Personality Appraisal

THURSDAY (or Wednesday evening, if preferred by the students)

General review

Each student will present a lesson according to his lesson plan -- 30 minutes for each student presentation. Critique by class and instructor.

NOTE: Each student will prepare his final lesson plan in sufficient copies so that the instructor and each class member will have a copy at the time of presentation.

A number of training films will be used during this course and shown where pertinent to the material discussed.